

CITY PROPOSAL #18- PERFORMANCE APPRAISAL APPEALS

Article 32 Performance Appraisal Appeal

- 32.1 If an employee formally receives an overall performance rating that is below meets standard, the employee may appeal the rating. Such appeal shall be made to the Department Director or designee within thirty (30) calendar days from the date the employee receives the final performance appraisal.
- 32.2 If the employee is dissatisfied with the decision of the Director or designee, the employee may, within thirty (30) calendar days from the Director's or designee's response, request a hearing with the City Manager or designee. Such request shall be made in writing and shall include the reason(s) the employee is not satisfied with the decisions previously rendered. The City Manager or designee shall hold a meeting within a reasonable amount of time, and within fifteen (15) calendar days of the meeting, shall inform the employee of the decision. The decision of the City Manager or designee shall be final. This will be the only appeal process applicable to review a performance appraisal.